

JOB SEARCH WORKSHOP

THE **GILCHRIST CENTER** IS OFFERING A TRAINING PROGRAM FOR NON-NATIVE ENGLISH SPEAKERS WHO ARE LOOKING FOR EMPLOYMENT.

- ⇒ Explore the job market and identify future opportunities
- ⇒ Prepare a resume and cover letter
- ⇒ Search for jobs traditionally and on the internet
- ⇒ Complete an application on paper and online
- ⇒ Practice interview skills
- ⇒ Learn how to succeed in the American workplace
- ⇒ Gain skills for job retention



CLASS INFORMATION

Date: Wednesdays,
9/30 – 10/28, 12/2-16/2015
Time: 2:30 - 4:30pm
(8 Sessions)
Fee: \$25

TO BE SELECTED YOU MUST:

- ✓ Have high Intermediate/Advanced level of English
- ✓ Be familiar with Microsoft Word
- ✓ Be familiar with Internet/email
- ✓ Have access to a computer

HOW TO APPLY:

Send an email to Judith Johnson at judithheron@gmail.com.

You will then receive an email with detailed information. Early application is strongly recommended. Space is limited!

For more information call **240 777-4940**



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